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PERSONNEL DIRECTOR MEMORANDUM NO.

SUBJECT: Qualification Requirements

1. PURPOSE -- This instruction establishes internal policies and procedures for the development, recording, distribution and use of statements of qualification requirements.

2. DEFINITION OF TERMS

- a. Position -- A position is a group of current duties and responsibilities which have been established by competent authority for performance by one person and approved as part of an authorized Table of Organization.
- b. Position Description -- A current and accurate statement of the duties and responsibilities, general information, and evaluation factors including qualification requirements existing within a given position.
- c. Position Standard -- A statement of the duties and responsibilities, general position information and position evaluation factors developed as a uniform guide for use in the classification of positions within a given group and for use in evaluating the qualifications of candidates for such positions. The statement of qualification requirements applicable to the group of positions is an integral part of the position standard.
- d. Qualification Requirement -- A statement, in a position description or position standard, reflecting the knowledge, skills and abilities; work experience and education; physical requirements; personal characteristics; and special qualifications required for a given position or group of similar positions.
- e. Position Analysis -- The systematic study of positions for the purpose of recording the total position information essential for personnel administration.
- f. Position Analysis Survey - A planned analysis of positions on either an organizational or an occupational basis.

3. POLICY

a. Statements of qualification requirements will be developed initially for those positions which are classified according to the General Schedule.

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b. The qualifications program will be conducted as a part of an integrated position analysis program which will develop position descriptions, qualification requirements and position standards.

(1) Statements of the qualification requirements for specific positions will be prepared in the process of developing position descriptions. Statements of qualification requirements pertinent to groups of positions having similar requirements will be prepared in the process of developing position standards.

(2) Positions will not be re-surveyed in those areas where current position descriptions provide an adequate basis for statements of qualification requirements.

#### 4. RESPONSIBILITIES

a. The Classification and Wage Division is responsible for directing an integrated program including position analysis surveys and the development of position descriptions, qualification requirements and position standards.

b. PDO and PDC are responsible for detailing placement officers to the Classification and Wage Division for designated periods of full-time participation in the position analysis program.

c. The Testing and Evaluation Division is responsible for detailing representatives to the Classification and Wage Division for limited periods for the purpose of reviewing position information in order to determine the appropriate use of test information.

d. The details of personnel to the Classification and Wage Division as provided in b and c above will ordinarily be for periods of six months unless other periods are mutually agreed upon by the Division Chiefs concerned. The number of such personnel on detail to the Classification and Wage Division at any given time will be determined by the Personnel Director.

#### 5. PROCEDURES FOR DEVELOPING QUALIFICATION REQUIREMENTS

a. In those areas where current position descriptions have been developed which provide an adequate basis for qualification requirements, such information will be utilized to prepare statements of qualification requirements.

b. Henceforth, when position analysis surveys are conducted to develop current position information, statements of qualification requirements will be prepared in the process of developing position descriptions and position standards.

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c. Prior to conducting position analysis surveys, the Classification and Wage Division will obtain the full support of the Office Heads and Career Service Boards concerned, preferably to include the full-time detail of qualified personnel from the operating offices.

d. Henceforth, qualification information pertinent to the program will be recorded in the process of conducting placement follow-up interviews.

**6. APPROVAL OF QUALIFICATION REQUIREMENTS**

Statements of qualification requirements require the approval of:

a. The Chiefs, of the CWD, the PD(C) and the PD(O) or their designees.

b. The operating officials having jurisdiction over the positions covered.

**7. RECORDING OF QUALIFICATION REQUIREMENTS**

Statements of qualifications requirements will be recorded according to the attached format.

**8. DISTRIBUTION OF QUALIFICATION REQUIREMENTS**

a. Statements of qualification requirements will be promulgated through the distribution of position descriptions and standards.

b. Position descriptions and standards will be published in loose-leaf form so that they may be grouped and distributed in handbooks to responsible officials of the Personnel Office and Operating Organizations alike.

**9. USE OF QUALIFICATION REQUIREMENTS**

a. Approved statements of qualification requirements will be used as one of the evaluation factors in the process of position classification.

b. Statements of qualification requirements applicable to groups of positions will serve as a general guide in recruitment activities. Specific qualification requirements will be included in individual recruitment requests as appropriate.

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c. In placement activities, approved statements of qualification requirements will represent agreement between the Personnel Office and Operating Offices concerning the qualifications required for appointment or reassignment to the positions covered.

GEORGE E. MELOON  
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## FORMAT FOR RECORDING QUALIFICATION REQUIREMENTS

Statements of qualification requirements will be included in the position analysis format as follows:

### A. Knowledge, Skills and Abilities

1. Knowledge -- (Comprehension of essential subject matter fields, disciplines and specialties, language and area knowledge, required by position)
2. Skills -- (Proficiency in the use of equipment, materials and manual techniques required by position)
3. Abilities -- (Proficiency in the application of methods and procedures)

### B. Work Experience and Education

1. Work Experience -- (Type, length and level)
  - a. Required
  - b. Desirable
2. Education
  - a. Required
  - b. Desirable
  - c. Substitution of education for experience

### C. Physical Requirements -- (Departmental, overseas, P.M., unusual physical requirements)

### D. Personal Characteristics

1. Interests
2. Aptitudes

### E. Special Qualifications -- (Other factors such as age, sex, marital status, veteran status which are required by the position.)

Note: Those qualification requirements which are pre-requisites for assignment to the position will be marked with an asterisk.